

Draft 1 Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
BUSINESS AND MANAGEMENT EXAMINATIONS

NOVEMBER/DECEMBER 2018

GENERAL INSTRUCTIONS:

1. The time allowed for each paper is shown against the name of the paper. **NO EXTRA TIME IS TO BE ALLOWED.** In case of any discrepancy, the time shown on the question paper must be taken as correct.
2. The Time-Table only shows the duration of papers but it must be observed that the morning session begins at 9:00 a.m. and afternoon at 2.00 p.m.
3. Briefing the candidates by the Principals and Heads of Centres on the conduct of the examinations will be done on **Friday 1st December, 2018.** All candidates **MUST** attend this briefing at their respective centres of registration.
4. No candidate is allowed to take more than one paper in each time block per day

DAY & DATE	SESSION	PAPER CODE(S)	PAPER NAME	DURATION
FRIDAY 30th Nov, 2018	MORNING 09:00 a.m.	Briefing of Candidates on Directions and Caution about Examinations		3 Hours
MONDAY 3rd Dec, 2018	MORNING 09:00 a.m.	ICT2103/UDBS 2102/DPLM2103/ DICT1205/GBDM 113/2	Information Communication Technology II (Prac)	2 Hours
		DICT1102/2, DMF1102/2	Introduction to Information and Communication Technology(Practical)	2 Hours
		DBA1105	Information and Communication Technology (Prac.)	2 Hours
		DPRC1106/DPLO110 7	Applications in Information Technology(Practical)	2 Hours
		HIC1105/2	Food and Beverage Production I (Prac)	4 Hours
		HIC1106/2	Food and Beverage Service I (Prac.)	1½Hours
		UDHIC 1103/2	Food Preparation & Service I (Prac.)	4 Hours
		DCFS1104	Shipping Practice	3 Hours
		DSWS1202	Introduction to Social Administration	3 Hours
		DCIS1204	Introduction to Web Design	3 Hours
DICT1101	Introduction to Website Development and Technology	3 Hours		

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		NDA009/NDBS012	Cost Accounting	3 Hours
		GBDM212	Cost & Management Accounting	3 Hours
		UDBS2104/DPLM2102	Cost Accounting	3 Hours
		CAC2104/DFOA2101	Cost Accounting	3 Hours
		DPM1105	Development Policy Analysis, Planning and Management	3 Hours
		BST1210/UDBS1210	Introduction to Clearing & Forwarding	3 Hours
		SIM1104/UDSS1104	Shorthand I	3 Hours
		NDSOA116	Shorthand I	3 Hours
		NDSS010/NDBS021	Shorthand II (80 – 90 W.P.M)	3 Hours
		UDHIC2105	French II	3 Hours
		DCFS1203	Marine Insurance	3 Hours
	AFTERNOON 02:00 p.m.	NDSS007/NDBS020	Secretarial Duties	3 Hours
		DRIM1102	Stores and Office Management	3 Hours
		DREM1203	Office Management & Practice	3 Hours
		DREM2101	Electronic Documents and Records Management System	3 Hours
		NDJ001/2	Newswriting and Reporting (Prac.)	1½ Hours
		RIM1106	Library Classification: Theory & Practice	3 Hours
		DLIS1102	Introduction to Knowledge Classification	3 Hours
		DPLO1105	Introduction to Petroleum Logistics Management	3 Hours
		PLM2105	Logistics Management	3 Hours
		DPLM2105	Logistics Management	3 Hours
		DPAM1202	Local Government and Service Delivery	3 Hours
		DCEN2107	Digital Electronics	3 Hours
		DCEN1205	Introduction to Electronic Principles	3 Hours

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		DTM1101	Introduction to Hospitality & Uganda Tourism	3 Hours
TUESDAY 4 th Dec, 2018	MORNING 09:00 a.m.	ICT2103/UDBS 2102/DPLM 2103/DICT1205	Information Communication Technology II (Prac)	2 Hours
		DCIS2104	Dynamic Websites (PHP, MYSQL, DW)	2 Hours
		DCFS1201	Principles of Customs Declaration	3 Hours
		UDBS2109	Customs Declaration I	3 Hours
		UDBS2211	Customs Declaration II	3 Hours
		BST2108	Customs Operations and Management	3 Hours
		DEBM2103	Introduction to Operations Management	3 Hours
		DCFS1103	Customs Clearing, Forwarding & shipping Management	3 Hours
		DCOS1205	Discrete Mathematics	3 Hours
		DCEN1102	Engineering Mathematics I	3 Hours
		DCEN1204	Engineering Mathematics II	3 Hours
		DCOS1103	Calculus	3 Hours
		DCIS1103	Computational Mathematics	3 Hours
		NDA003/NDBM003/NDPSM003/NDM003/NDBS010	Computer Fundamentals & Data Processing (Practical)	2 Hours
		UDHIC2103/2	Food Preparation & Service II (Prac)	4 Hours
	SIM2103/UDSS2104	Shorthand III	3 Hours	
		AFTERNOON 02:00 p.m.	DCFS2101	Customs Tariffs & Cargo Nomenclature
		DHRM1202	Organisational Behaviour	3 Hours
WEDNESDAY	MORNING 09:00 a.m.	STA1202/GBDM 211/UDBS 1202	Business Statistics	3 Hours
		DFOA1202	Business Mathematics	3 Hours
		DSWS2103	Basic Statistics	3 Hours
		UDHIC2104	Computer Software for Hotel & Institutional Catering (Prac)	3 Hours

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5th Dec, 2018		DCIS1101/2	Computer Literacy (Prac)	2 Hours
		DCOS1201	Operating Systems Technologies	3 Hours
		NDCB115	Hair Care and Design	4 Hours
		NDBS022	Statistics	3 Hours
		RIM1105	Principles of Records Management	3 Hours
		DREM1101	Principles of Records Management	3 Hours
		DRIM 1105	Records Management I	3 Hours
		DPLM 2104	Negotiation	3 Hours
		PLM2103	Essentials of Negotiation	3 Hours
		DREM1201	Principles of Records Classification	3 Hours
		NDJ002/2	Radio and Television Production (Prac.)	4 Hours
	AFTERNOON 02:00 p.m.	DCEN2102	Computer Systems Architecture & Logic	3 Hours
		DPM1106	Project Planning: Formulation and Design	3 Hours
		DPPM1203	Project Planning & Management	3 Hours
		DHRM1203	Career Planning and Guidance	3 Hours
		RMS1206/UDBS1206/DORM2105	Research Methods	3 Hours
THURSDAY 6th Dec, 2018	MORNING 09:00 a.m.	ACC1101/UDBS1101/UDSS1101/UDHIC1101/DPLM1101/DRIM1101	Financial Accounting	3 Hours
		DFOA1102/DTM1105	Fundamentals of Accounting	3 Hours
		DPLO1103	Fundamentals of Accounting	3 Hours
		DBA1103/DMF1101	Financial Accounting I	3 Hours
		NDA001/NDBS001/GBDM111	Financial Accounting I	3 Hours
		NDA007	Financial Accounting II	3 Hours
		NDSS003	Fundamentals of Accounting	3 Hours

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		UDBS2204	Elements of Accounting Software (Practical)	2 Hours	
		DCIS2102	Database Systems Design II	2 Hours	
		DCEN2101	Embedded Systems	3 Hours	
		DRIM2102	Database Management System (Theory & Practical)	3 Hours	
	AFTERNOON 02:00 p.m.	NDA003/NDBM003/N DPSM003/NDM003/N DBS010	Computer Fundamentals & Data Processing (Theory)	3 Hours	
		ICT1104/UDBS1104/ UDHIC1104/DPLM11 04/DRIM 1104/UDSS2101/GBD M113/1	Information & Communication Technology I	3 Hours	
		DICT1102/1, DMF1102/1	Introduction to Information and Communication Technology	3 Hours	
		UDBS1205	Financial Accounting II	3 Hours	
		BST1205/DFOA1203	Intermediate Accounting	3 Hours	
		DCIS1101	Computer Literacy (Theory)	3 Hours	
		FRIDAY 7th Dec, 2018	MORNING 09:00 a.m.	UDBS2209	Production Management
	NDBM009/NDBS018			Production Management	3 Hours
	DCFS2103			Cargo Storage & Warehousing	3 Hours
DPLO1104	Oil, Lubricants and additives Business Management			3 Hours	
DTM1106	Computer Application			2 Hours	
DREM2102	Fundamentals of Archives Management			3 Hours	
UDSS2103	Software for Document Production (Practical)			3 Hours	
NDJ002/1	Radio and Television Production (Theory)			3 Hours	
AFTERNOON 02:00 p.m.	UDBS2206		Marketing Research	3 Hours	
	UDBS2206		Marketing Research	3 Hours	
	DEOM1106	Essentials of Management	3 Hours		

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		DCEN1104	Computer Systems Maintenance	3 Hours	
MONDAY 10th Dec, 2018	MORNING 09:00 a.m.	BLW1201/UDBS1201	Business Law	3 Hours	
		DEBM1204	Business Law	3 Hours	
		DEBM2104	Business Planning	3 Hours	
		NDSS008	General Principles of Law	3 Hours	
		DPAM1204	Administrative Law	3 Hours	
		DHRM2104	Introduction to Labour Laws	3 Hours	
		BST2109/UDBS2110	Law of Carriage	3 Hours	
		DREM1202	Legal Framework of Records and Information Management	3 Hours	
		DCIS1202	Database Systems Design	3 Hours	
		DMF1103	Introduction to Microfinance	3 Hours	
		DSWS2104	Social policy and planning	3 Hours	
		SBDM115	Business Ethics	3 Hours	
		DGC1106	Introduction to Professional and Ethical Issues in Counselling	3 Hours	
		LSC1106	General Ethics in Professionalism	3 Hours	
		DPLO1101	Introduction to Ethics	3 Hours	
		AFTERNOON 02:00 p.m.	NDBM 001/NDBS 003/NDPSM 008/NDM 008	Business Organization and Management	3 hours
			BCS1103/UDBS1103 /UDSS1103/UDHIC1 105/DPLM 1103/DRIM 1103/GBDM114/DB CS1105/DPM1107/D TM1104/LSC1105/D MF1105	Business Communication Skills	3 Hours
			DPLO1106/DPRC1105/DGC1105	English Grammar & Communication Skills	3 Hours
			NDSS001	Business Communication	3 Hours

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		DBCS2105	International Business Communication	3 Hours	
		NDJ003	Communication in Journalism	3 Hours	
		UDBS2103/UDHIC2 102/DRIM2103	Principles of Management	3 Hours	
		POM2103	Principles of Management	3 Hours	
TUESDAY 11th Dec, 2016	MORNING 09:00 a.m.	NDBM007/NDA008/ NDPSM009	Auditing and Business Ethics	3 Hours	
		SBDM213/UDBS220 2	Principles of Auditing	3 Hours	
		DFOA2104	Auditing and Business Ethics	3 Hours	
		DLIS1101	Introduction to Library Operation	3 Hours	
		RIM1102	Library & Information Science	3 Hours	
		DRIM2104	Management of Library & Information Centres	3 Hours	
		DCIS1205	Electronic Commerce	3 Hours	
		DPLO1102	Introduction to the Oil and Gas Industry	3 Hours	
		UDBS2205	Export and Import Marketing	3 Hours	
		DCFS1204	Import and export Management	3 Hours	
		UDBS2210	Modes and Practices of Transport	3 Hours	
		DCFS2102	Economics of transport Management	3 Hours	
		DSWS1104	Introduction to Social Work	3 Hours	
		DSWS1205	Elements of Social work intervention	3 Hours	
	DREM2104	Technical writing and documentation	3 Hours		
		AFTERNOON 02:00 p.m.	UDBS2208	International Purchasing Cycle	3 Hours
			DPLM2106	Elements of International Purchasing	3 Hours
			PLM2106	International Purchasing	3 Hours
	DRIM2105		Conservation & Preservation Materials	3 Hours	
	RIM2104		Conservation & Preservation Materials	3 Hours	

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		DPAM2103	Fundamentals of Public Policy	3 Hours
		BST1105/NDA214/U DBS1105	Business Administration	3 Hours
		DBA1102	Fundamentals of Business Administration	3 Hours
		SBDM 214	Strategic Management	3 Hours
		DSWS2102	Theory and management of organizations	3 Hours
		NDCB115	Fundamentals of hairdressing	3 Hours
		DPM1108	General Management Theory, Functions and Principles	3 Hours
		UDBS2207	International Marketing	3 Hours
		DCFS1205	International Marketing	3 Hours
		NDM007	The Practice of Marketing	3 Hours
		UDHIC1106	Accommodation I	3 Hours
		DCEN2105	Data Communication and Networking II	3 Hours
		DCEN1203	Data Communication and Networking I	3 Hours
WEDNESDAY 12th Dec 2016	MORNING 09:00 a.m.	UDBS1208	Purchasing, Supplies & Stores Management	3 Hours
		DPLM1105	Principles of Purchasing and Supplies Management	3 Hours
		PLM1105	Principles of Purchasing and Supplies Management	3 Hours
		DHRM2102	Industrial Welfare & Relations	3 Hours
		NDPSM001	Purchasing and Supplies I	3 Hours
		NDPSM007	Purchasing and Supplies II	3 Hours
		BST1207/UDBS1207	Marketing Environment	3 Hours
		BST2106	Management of Sales	3 Hours
		UDBS2106	Fundamentals of Selling	3 Hours
		NDM001/NDBS015/ NDM115	Fundamentals of Marketing	3 Hours
		DGC1103	Issues in Counselling	3 Hours

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		UDBS2203	Income Tax	3 Hours
		UDBS2212	Elements of Taxation	3 Hours
		UDHIC1103/1	Food Preparation and Service I (Theory)	3 Hours
		UDHIC2103/1	Food Preparation and Service II (Theory)	3 Hours
		HIC1105/1	Food and Beverage Production I (Theory)	3 Hours
		RIM2105	Medical Records Management	3 Hours
		SIM1106/UDSS1105	Keyboard Skills I	3 Hours
	AFTERNOON 02:00 p.m.	PLM1106/DPLM1106 /UDBS1209	Public Procurement	3 Hours
		DSWS1103	Introduction to Contemporary Social Problems	3 Hours
		UDBS2108	Principles of Stores Keeping	3 Hours
		DREM2103	Storekeeping and Inventory Management	3 Hours
		BST2107	Customer Relationship Management	3 Hours
		UDBS2107	Understanding Customers	3 Hours
		NDM213	Analyzing Customers	3 Hours
		NDM009	Customer Behavior and Care	3 Hours
		DPRC1101	Principles of Public Relations and Customer Care	3 Hours
		DCIS2101	Fundamentals of Systems Analysis and Design	3 Hours
		DMF1104	Credit Administration in micro Finance	3 Hours
		HIC1106/1	Food and Beverage service I (Theory)	3 Hours
THURSDAY 13thDec,2018	MORNING 09:00 a.m.	DHRM2101/DBA110 1	Fundamentals of Human resource Management	3 Hours
		DHRM1101/DMF110 6	Introduction to Human Resource Management	3 Hours
		DREM1204	Paper Making and Printing	3 Hours
		DCFS1202	Economics of sea transport	3 Hours
		DCEN2103	Introduction to Microprocessor Technology	3 Hours

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		BST2105/DFOA2103 /UDBS2105	Public Sector Accounting	3 Hours
		NDJ001/1	Newswriting and Reporting (Theory)	3 Hours
		NDSS009/NDBS024	Typewriting II (40 W.P.M)	3 Hours
		DTM1103	Wild life Ecology	3 Hours
		DPRC1101	Individual Differences and Personality Psychology	3 Hours
		DGC1104	Introduction to Psychology of Personality	3 Hours
		DPM1104	Introduction to Development Concepts and Processes	3 Hours
	AFTERNOON 02:00 p.m.	DSWS1101	Introduction to Sociology	3 Hours
		DPAM1101	Fundamentals of Public Administration	3 Hours
		DGC1101	Introduction to Psychology of Human Development	3 Hours
		FMG1204/UDBS1204/DFOA2102	Financial Management	3 Hours
		SIM2104/UDSS2105	Keyboard Skills III	3 Hours
		NDSOA115	Keyboard Skills I	3 Hours
FRIDAY	MORNING 09:00 a.m.	EDT2101/UDBS2101 /UDHIC2101/UDSS2101/DPLM2101/DRI M2101	Entrepreneurship Development and Training	3 Hours
		DGC1102	Life Skills	3 Hours
		DCIS2103	Management Information Systems	3 Hours
		DCOS2107	Computer Programming Methodology II (OOP)	2 Hours
		DEBM1101	Entrepreneurship Development and Opportunity Identification	3 Hours
		NDBM008	Business Finance	3 Hours
		DPAM2104	Introduction to Public Finance	3 Hours
		DHRM2103	Human Resource Planning	3 Hours

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13. Leave all the used and unused booklets and other official stationery inside the examination room.
14. Sharing of Calculators, Mathematical/Reference tables, charts is NOT allowed during examination period. Borrowing of pens shall be done after consulting examination supervisor.
15. Do NOT write anything on the Question paper. All rough work should be done in the official answer booklet provided. Afterwards rough work should be cancelled.



Oyesigye Onesmus (CPA)

